

Enlisted Employee Review Process

Who this is for

This information applies to:

- Integrated Support Command Honolulu personnel, and
- TAD personnel assigned to ISC Honolulu for 92 days or more

Purpose

This provides supplemental guidance to the below references on the ISC Honolulu Enlisted Employee Review process.

Reference Information you will need

You should consult the following references to ensure you complete the Enlisted Employee Review properly:

- (a) CG Personnel Manual, COMDTINST M1000.6, Chap 10-B (available online at: <http://www.uscg.mil/hq/hrsic/>)
- (b) CGHRMS Employee Review Quick Reference Guide, Encl (1)
- (c) CGHRMS Employee Review Guide – 11 page detailed guide (available in the following folder: Q:\ISC\ADMIN\ and online at <http://cghrms.osc.uscg.mil/WebHelp/index.htm>)
- (d) ISC Honolulu Enlisted Employee Review Rating Chain, Encl (2)

Enlisted Employee Review Process

The table below shows the stages to successfully process Enlisted Employee Reviews:

Stage	Description
1	ISC Admin (pa) sends e-mail reminder to Division Officers 30 days prior to period ending date for <ul style="list-style-type: none">• Semi-Annual and Annual Employee Reviews• Transfer Employee Reviews (when required)• Advancement Employee Reviews (when required)
2	Division Officers ensure appropriate Supervisors initiate Employee Reviews using guidance in above references.
3	Supervisors prepare Employee Review and route to Marking Official for approval. <ul style="list-style-type: none">• Do <u>not</u> check the <i>Final</i> box in the <i>Exceptions</i> tab.• Enclosure (2) shows ISC Honolulu rating chain.• Comments are required for marks of 1, 2, 7, Unsatisfactory Conduct, and Not Recommended for Advancement.• Comments are also required to address Leadership Potential for all E-6 and above personnel.• Administrative Remarks (CG-3307) entries are not required; however, comments in the electronic Employee Review must sufficiently support the given mark. Required comments in the Employee Review are part of the member's official record.• Comments <i>may</i> be used to support any mark even if not required (i. e. 3's and 6's). Comments that are not required by CG policy are deleted when the Employee Review is successfully processed.

Enlisted Employee Review Process (Continued)

Enlisted Employee Review Process (continued)

Stage	Description						
4	Marking Official makes any changes or adds required comments and electronically routes Employee Review to Chief, ISC (pa) Branch NLT 5 days after Employee Review period ending date. <ul style="list-style-type: none"> Do <u>not</u> check the <i>Final</i> box in the <i>Exceptions</i> tab. 						
5	Chief, ISC (pa) Branch does QA review within 3 days of receipt:						
<table> <tr> <th>IF the...</th><th>THEN...</th></tr> <tr> <td>Employee Review needs corrections or additional information</td><td>ISC (pa) returns Employee Review to Marking Official with comments/guidance.</td></tr> <tr> <td>Employee Review is ready for approval</td><td>ISC (pa) routes Employee Review to ISC (cx)</td></tr> </table>		IF the...	THEN...	Employee Review needs corrections or additional information	ISC (pa) returns Employee Review to Marking Official with comments/guidance.	Employee Review is ready for approval	ISC (pa) routes Employee Review to ISC (cx)
IF the...	THEN...						
Employee Review needs corrections or additional information	ISC (pa) returns Employee Review to Marking Official with comments/guidance.						
Employee Review is ready for approval	ISC (pa) routes Employee Review to ISC (cx)						
6	ISC (cx) reviews, works out any discrepancies with ISC (pa), and routes to ISC (c) who is approving official in the rating chain for all members. <ul style="list-style-type: none"> Do <u>not</u> check the <i>Final</i> box in the <i>Exceptions</i> tab. 						
7	ISC (c) reviews and routes to ISC (pa). <ul style="list-style-type: none"> Do <u>not</u> check the <i>Final</i> box in the <i>Exceptions</i> tab. 						
8	ISC (pa) generates Member Counseling Report and e-mails it to Supervisor with a copy to the Marking Official.						
9	Supervisor counsels member within 5 days after receipt of Member Counseling Report . Supervisor gives original Member Counseling Report to member, advises member to retain it in personal files, and forwards copy of Member Counseling Report to ISC (pa) Note: 5 day requirement is for active duty members who are not TAD or on scheduled leave. Reservists and active duty members who are not available within 5 days should be counseled at first available opportunity.						
10	Upon receipt of Member Counseling Report, Chief, ISC (pa) checks <i>Final</i> box in <i>Exceptions</i> tab and releases Employee Review to HRSIC. This must be accomplished within 30 days from the period ending date. A copy of the signed counseling report is retained in (pa) files.						

Enlisted Employee Review Process (Continued)

Schedule

The following is the current schedule for semi-annual and annual Enlisted Employee Reviews. Note that the active and reserve schedules are the same.

Pay Grade (active & reserve)	Period Ends Last Day Of
E-9	June
E-8	November
E-7	September
E-6	May and November
E-5	April and October
E-4	March and September
E-3	January and July
E-2/E-1	February and August

Responsibilities

Division Chiefs are responsible for ensuring personnel assigned within their divisions receive Employee Reviews as required by reference (a) and meet the ISC Honolulu timelines established in this guide. ISC (pa) is responsible for tracking Employee Reviews and quality assurance of the program.

Appeals

The member has 15 calendar days (30 calendar days for reservists) from the date the Member Counseling Report is signed to submit a written appeal. Consult reference (a) for guidance. Remember, the first step in the appeal process is to set up an audience with the rating chain.

Enclosures

The following enclosures are provided to assist you:

- (1) [CGHRMS Employee Review Quick Reference Guide](#)
 - (2) [ISC Honolulu Rating Chain](#)
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Point of Contact

If you have questions or need additional information after reading the references and enclosures, please contact:

Branch	ISC Honolulu (pa)
Position	Administration Officer
Phone	808-541-2479
Fax	808541-1567

CGHRMS

Quick Reference Guide

CGHRMS CUSTOMER SUPPORT

Help Desk: (785) 339-3540 Ext. 1

Email: hrrsic-cghrms@hrrsic.uscg.mil

On-line Help: <http://cghrms.osc.uscg.mil/> or
<http://www.uscg.mil/hq/hrrsic/cghrms/>

Self-Service Tutorials: <http://www.uscg.mil/hq/hrrsic/training/>

EMPLOYEE REVIEW

- Before you begin, if possible, have member's Employee ID number. If you do not have member's Employee ID number, you may perform a search and select from the list that is displayed as a result of your search criteria. For information on searching, reference the CGHRMS On-Line Help at <http://cghrms.osc.uscg.mil>. (Select *Using CGHRMS*, then select *Search Tips*).
- Your view of any menu or page is dependent on your access to CGHRMS and the security settings associated with that access. Your Operator ID may not have access to all the pages we include in this guide, or we may show a field as editable, but your access is "View Only".
- Command User (CGSSCMD) or Employee Review Only (CGEMPREV) access is required to complete an Employee Review. To request this access, complete form CG HRSIC-7421/2 CGHRMS Assignment User Authorization/Revocation. Fax completed form to (785) 339-3772. Be sure to indicate all access (roles) you currently have and are requesting.
- If you change the Effective or To date, **all** data entered in the Employee Review will be lost.
- The path to access Employee Review is: Develop Workforce > Plan Careers > Use > Employee Review.

Employee Review

Find an Existing

Develop Workforce > Plan Careers > Use > Employee Review

EmpID: **Enter Employee ID number in the EmpID field.**

EmpID Nbr:

Name:

Last Name:

SetID: **OR**

Department:

National ID: **Enter SSN in the National ID field.**

Job Family:

Job Code:

Company:

Click "Search" after entering Employee ID number or SSN.

- It is not necessary to enter data in all fields. Preferred method is to enter Employee ID number (EmpID field) **or** SSN (National ID field).
- If you do not know the Employee ID or SSN, provide some search criteria, such as member's last name or member's name in the appropriate fields and perform a search.
- Since an employee may have multiple records, reflecting various stages in their career (military, civilian, reservist) or the result may list several members with the same last name and/or first name, **it is important to select the correct record from the result list.**

Employee Review



EMPLOYEE REVIEW (continuation)

- Page defaults to **Employee Review** tab. Additional tabs include Reviewers, Comments, and Exceptions. This guide includes instruction on all tabs.
- **Employee Review Tab - Fields which must be completed:**
 - Effective Date (Enter the period end date)
 - To Date (Enter the period end date)
 - Review Type
 - Rating Scale

Note: If the Effective or To date is changed after data is entered in other fields, all data entered in the Employee Review will be lost.
- **Employee Review Tab - Fields which may be left blank:**
 - From Date
 - Next Review Date

Page Defaults to the Employee Review Tab

Home > Develop Workforce > Plan Careers > Use > Employee Review

Employee Name: ID: 1234567 EmpID Nbr:

Enter the period end date in the Effective date field and the To date field.

Effective Date: Review Type: **Click the Review Type drop-down arrow and select the appropriate type.**

From To Date: Next Review Date:

Business Unit: AUU: S. Coast Guard Units

Department: CG-HRBC

Job Code: First Class Yeoman

Rating Scale: **Enter the appropriate rate (E1, E2, E3, etc..) or click on the magnifying glass to the right of the Rating Scale field and follow the steps below to select a Rating.**

Rating Model: First Class PO Review

Lookup Rating Scale

Rating Scale:

Description:

Click on **Lookup or enter criteria in the Description field then click **Lookup**. Refer to CGHRMS On-Line Help or Basics 101 User Guide for entering criteria.**

Search Results


View All

Rating Scale	Description
E1	Seaman Recruit
E2	Seaman Apprentice
E3	Seaman Review
E4	Third Class Petty Officer
E5	Second Class Petty Officer Review
E6	First Class Petty Officer Review
E7	Chief Petty Officer Review

Select Rating (E-1 thru E-9) or Description. Do not use CPO, DUI1, etc.. Once you click on the rating or description it will return to the Employee Review page and automatically fill-in the field and display the description to the right of the field.

EMPLOYEE REVIEW (continuation)

After entering the necessary information on the **Employee Review** page, click the **Reviewers** tab at the top of the page.

- **Evaluation Type.** Click on the Evaluation Type drop-down arrow and select the appropriate type.
- **Reviewer ID.** Enter or lookup the Employee ID number of the reviewer.
- The competencies (e.g. Directing Others, etc..) listed are based on the rating scale entered on the first page.
- Use the numeric values to rate all competencies except **Conduct** and **Recommendation for Advancement**.
- Use **Satisfactory** or **Unsatisfactory** to rate the **Conduct** competency. (A message will display indicating the alpha characters will not compute for the rating average, click **OK**.)
- Use **Recommended for Adv** or **Not Recommended for Adv** to rate the **Recommendation for Advancement** competency. E-6's and above require comments justifying the members future potential for leadership. (A message will display indicating the alpha characters will not compute for the rating average, click **OK**.)
- Click on the  (Note) button to view the full description of the competency and enter Comments in the Comment section. **These comments replace the Administrative Remarks (CG-3307).**

Click on the Reviewers Tab

Click on the **Evaluation Type** drop-down arrow and select the Evaluation Type.

Enter the **Employee ID** of the reviewer or use the magnifying glass to lookup Reviewers ID

For each competency, enter the rating numeric or alpha value, or click on magnifying glass to lookup available Rating choices.

Click on the **Note** button to view full description of competency and enter comments. These comments replace the Administrative Remarks CG-3307.

You will receive this warning when entering an alpha code for the Conduct and Recommended/Not Recommended for Adv competency. Click **OK**. You can safely ignore this warning.

EMPLOYEE REVIEW (continuation)

Lookup Rating

Lookup Rating

Click on **Lookup** or enter criteria in the Description field then click **Lookup**. Refer to CGHRMS On-Line Help or Basics 101 User Guide for entering criteria.

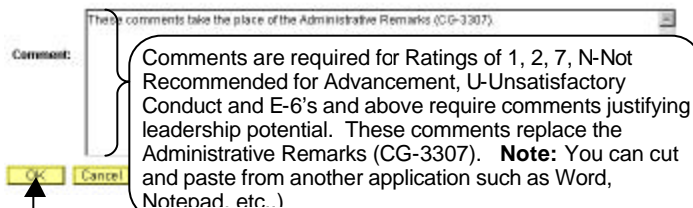
Search Results

Review Rating	Description	Short Description
1	Unsatisfactory	Unsatisf
2	Poor	Poor
3	Below Standard	Below Stand
4	Average	Average
5	Above Average	Above Avg
6	Excellent	Excellent
7	Superior	Superior
N	Not Recommended for Adv	Not Rec Adv
R	Recommended for Adv	Rec Adv
S	Satisfactory	SAT
U	Unsatisfactory	UNSAT

Select the appropriate **Review Rating, Description** or **Short Description** from the list. Once you click on the rating or description it will return to the Reviewers page and automatically fill-in the field and display a short description to the right of the field. See the notes above to determine whether you should use the numeric or alpha codes.

Competency and Comment Screen (Displayed after selecting the NOTE button.)

A full description of the competency is displayed.



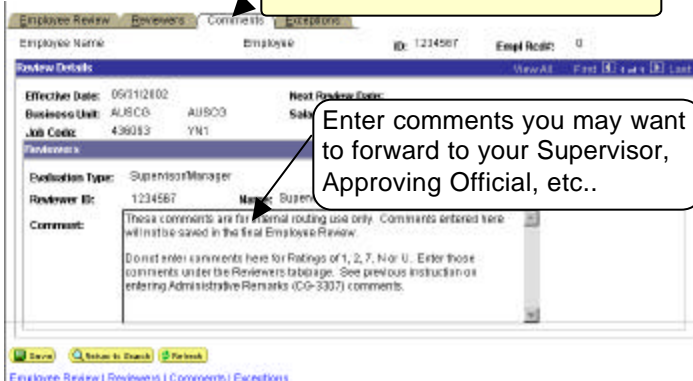
Comments are required for Ratings of 1, 2, 7, N-Not Recommended for Advancement, U-Unsatisfactory Conduct and E-6's and above require comments justifying leadership potential. These comments replace the Administrative Remarks (CG-3307). **Note:** You can cut and paste from another application such as Word, Notepad, etc..

Once comments have been entered, click **OK**. The system will automatically return to the **Reviewers** page.

After entering the necessary information on the **Reviewers** page, click the **Comments** tab at the top of the page.

- Comments entered here are for **internal routing use only** and will not be saved in the final Employee Review.
- Do not enter comments here for Ratings of 1, 2, 7, N, U or leadership potential for E-6's and above. Enter those comments under the Reviewers tab. (See previous instruction on entering comments for ratings of 1, 2, 7, N, U or leadership potential for E-6's and above.)

Click on the Comments Tab



Enter comments you may want to forward to your Supervisor, Approving Official, etc..

EMPLOYEE REVIEW (continuation)

After entering the necessary information on the **Comments** page, click the **Exceptions** tab at the top of the page.

- Enter the Employee ID number of the next person to review this Employee Review.
- Click the **Validate Employee Review** button. Review the exceptions to see if any changes to the Employee Review are required. After changes have been made, click on **Validate Employee Review** again. Repeat until exceptions are corrected. Note: You can safely ignore this warning "**All marks with Rating Model of EVAL must have the Evaluation Type set to A (Approved Official). Evaluation Type=R,**" unless you are the Approving Official.
- Press **Save**.
 - If you are not the final Approving Official:
 - ❖ Press **Submit**. OR
 - ❖ Print the **Member Counseling Report**, then press **Submit**.

The **Member Counseling Report** is a printout of the Employee Review with the Reviewer Comments (PG-7's), requiring signature by the counselor and the evaluatee. Refer to the instructions in this guide to print the Member Counseling Report.

- If you are the final Approving Official, ensure a **Member Counseling Report** is printed prior to selecting the **Final** box. Click the **Final** checkbox and then the **Submit** button.

Once the Final box is checked, you will not be able to view or change the Employee Review, nor will you be able to print the Member Counseling Report. If you need to recall the Employee Review contact HRSIC (ADV) via email at hrric-adv@hrric.uscg.mil or call (785) 339-3400.

- After clicking **Submit**, the Employee Review is routed to either the Endorser's Worklist, or if final is checked, to HRSIC (ADV) pending review and forwarding to the members Employee Review Summary (formerly CG-3306). (For information on accessing your Worklist, refer to CGHRMS On-Line Help at <http://cghrms.osc.uscg.mil>). If an Employee Review is submitted multiple times to an endorser, it will display multiple times in the endorser's Worklist; however, only the latest version will display when the endorser accesses any of the multiple links.
- To repeat this function for another Employee, select **Return to Search**.

Click on the Exceptions Tab

Enter your endorser's Employee ID or use the lookup to locate their Employee ID number.

Click **Validate Employee Review**. A list of exceptions (discrepancies) will appear. Review the exceptions and make any necessary changes. After changes have been made, click on **Validate Employee Review** again. Repeat until exceptions are corrected.

After exceptions are corrected, click **Save**.

Refer to the next section of this guide for instructions on the **Member Counseling Report** before clicking **Submit** or checking the **Final** box.

EMPLOYEE REVIEW – MEMBER COUNSELING REPORT (continuation)

After an Employee Review is verified by an Approving Official, a **Member Counseling Report** should be printed. This is a printout of the Employee Review with the Reviewer Comments (PG-7's), requiring signature by the counselor and the evaluatee.

After entering and saving all necessary information, click on the **Member Counseling Report** link located on the **Exception** page.

Click on the Exceptions Tab

Click on Member Counseling Report link.

- After clicking on the **Member Counseling Report** link the **Member Counseling Receipt** page is displayed.
- **Language** defaults to English.
- Enter the Employee ID number of the evaluatee in the **Report Requests Parameters** box. If you do not know the Employee ID number you may:

- Close the window by clicking the **X** in the top right corner and locate the Employee ID number from the **Exceptions** page **ID** field, then re-select the **Member Counseling Report** link. OR
- Click on the magnifying glass to the right of the Employee ID field and perform a search. For information on performing a search, reference the CGHRMS On-Line Help at <http://cghrms.osc.uscg.mil>.

NOTE: You may generate more than one report by pressing the **+** button to add a new row and enter another Employee ID number. Repeat this step to enter additional Employee ID numbers.

- Click the **Run** button (upper right hand corner of the page) to begin processing.


After entering the Employee ID number(s), click **Run**.

Enter the **Employee ID number**. If you do not know the Employee ID number, click on the magnifying glass to perform a search or refer to the instructions above to locate the Employee ID number.

Click the **+** if you wish to add additional Employee ID numbers.

EMPLOYEE REVIEW – MEMBER COUNSELING REPORT (continuation)

After clicking **RUN** from the Member Counseling Receipt page, the **Process Scheduler Request** page will appear.

- Click on the **Server Name drop-down arrow** and select **PSUNX**.
- Click on the **Type drop-down arrow** and select **Email**. By selecting **Email** the Member Counseling Report will be sent to you as an attachment to an email message (recommended). The attachment will be in **PDF** (Adobe Acrobat) format. You may leave the type as **Web** if you want to access the Member Counseling Report using the Report Manager (**Web** instructions are in the next section).
- **Format** defaults to **PDF**. Leave as PDF, do not change the format.
- **If you selected Email as the type:**
 - Click on **OK** (bottom left corner of page) and this will generate the email to you. **OR**
 - Click on the **Distribution icon**  to add additional email addresses. This is helpful if you would like to email the Employee Review to additional recipients. Refer to instructions below for using the Distribution icon.

Process Scheduler Request

Home > Developer Workforce > Plan Careers > Report > Member Counseling Receipt

Process Scheduler Request

User ID: 1234567

Server Name: PSUNX Run Date: 07/11/2002 Run Time: 5:01:29 PM Time Zone: Reset to Current Date/Time


Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Employee Review			Email	PDF

Click on the **Server Name drop-down arrow** and select **PSUNX**.

Leave **Format** as **PDF**.

Click on the **Type drop-down arrow** and select **Email**. If you select **Web**, refer to the instructions in the next section.

Click on the **Distribution icon**  if you wish to email additional recipients a copy of the Employee Review.

Click **OK**.

Distribution Detail (Displayed if Distribution icon is selected)

Process Name: CGEERCPT

Process Type: SQR Report

Distribute To

ID Type: Distribution ID

User: 1234567

Click the "+" button to add a new row, then enter the Employee ID number in the **Distribution ID** field. If you do not know the recipient's Employee ID number, lookup the number by clicking on the magnifying glass.

Enter a **Subject** in the **Subject** field and/or a **message** in the **message** field. These are optional.


OR

Enter recipient(s) email address(es) in the **Email Address List** box. Enter each email address on a separate line.

Click **OK**.

EMPLOYEE REVIEW – MEMBER COUNSELING REPORT (continuation)

If you chose **Web** from the Process Scheduler Request screen, you will need to click on **Report Manager** from the **Member Counseling Receipt** page.

- Find the **Process Instance**. You may need to reference the date and time to determine which one is the correct instance.
 - Click the **View** link to the right of the instance you want to view. This will cause a new **Internet Explorer** window to open. The **Report/Log Viewer** page will display.
- If the **View** link is not shown, click the **Refresh** button to update the display. There could be some delay before the Employee Review is ready for viewing.
- When the **Report/Log Viewer** page appears, locate the **link** that has a **PDF** extension. (Link name should read similar to **cgeercpt_XXXXX.pdf**. The **XXXXX** in the link will be replaced with the Process Instance number.) **Click on the link to open the Employee Review form**.
 - Click on the **Printer icon**  (upper left corner) of the Acrobat window to print the form.

Member Counseling Receipt

Click on **Report Manager**.

Report Manager Process Monitor Run

Language: English

Enter Board Information

Board Type: AD/Res Int/Sequence

Flash Execute

Report Request Parameters

1234567 Employee Name

Report Manager Screen

Report List

User: 1234567

Status: Last 7 Days Refresh

Select	Report ID	Report Description	Request Date/Time	Format	Status	Details	
<input checked="" type="checkbox"/>	2814	12772	Employee Review Receipt	07/11/2002 5:13:48 PM	Acrobat (*.pdf)	Posted	Details View

Locate the Process Instance number, click on **View**. If View is not available, click on **Refresh**.

Report/Log Viewer

Instance: 12772 Type: SQR Report

Name: CGEERCPT Run Ctrl ID: REPORT

Status: Success Submitted By: 1234567

Server: PSUNX Recurrence:

Employee Review Receipt

Name	Size	Created
Message Log	1090 bytes	2002-07-11 21:22:07
Trace File	0 bytes	2002-07-11 21:13:57
cgeercpt_12772.PDF	3714 bytes	2002-07-11 21:22:07

Locate the link with the **PDF** extension. Click on the link.

Acrobat Window

Click the **Printer icon** to print the Employee Review. Click the **Disk icon** to save it.

Member Counseling Receipt

Employee ID: 1234567

Company: CGE

Job Code: 12345

Position: 1234567

Rating Scale: SC

Rating Model: EVAL

Active Coast Guard Employees

First Class Second

Active

First Class PC Review

Enlisted Performance Eval

CG ISC HONOLULU ENLISTED RATING CHAIN

<u>ORGANIZATIONAL ELEMENT</u>	<u>SUPERVISOR¹</u>	<u>MARKING OFFICIAL</u>
Comptroller Division (f)		
Budget & Account Br Personnel	Budget & Accounting Br Chief	Chief, Comptroller Div
Food Services Br. Chief	Chief, Comptroller Div	Chief, Comptroller Div
Food Services Br Personnel	Food Services Branch Chief	Chief, Comptroller Div
Procurement/Supply Br Personnel	Procurement/Supply Br Chief	Chief, Comptroller Div
Shipping/Receiving Branch Chief	Chief, Comptroller Div	Chief, Comptroller Div
Shipping/Receiving Br Personnel	Shipping/Receiving Br Chief	Chief, Comptroller Div
MWR Personnel	MWR Director	Chief, Comptroller Div
Engineering Division (e)		
Industrial Branch Personnel	Industrial Branch Chief	Chief, Engineering Div
Security/MAA Branch Chief	Chief, Engineering Div	Chief, Engineering Div
Security/MAA Branch Personnel	Security/MAA Branch Chief	Chief, Engineering Div
Facilities Maintenance Br Pers	Fac Maintenance Br Chief	Chief, Engineering Div
Environmental Br Personnel	Environmental Br Chief	Chief, Engineering Div
Housing Maintenance Branch Pers	Housing Branch Chief	Chief, Engineering Div
Health and Safety Division (k)		
Health Services Branch Chief	Chief, Health & Safety Div	Chief, Health & Safety Div
Health Services Br. Personnel	Health Services Br Chief	Chief, Health & Safety Div
Safety & Environmental Health Pers	MLCPAC(kse) Safety Officer ²	Chief, Health & Safety Div
Personnel Division (p)		
Personnel Services Branch Pers	Personnel Services Br Chief	Chief, Personnel Division
Force Opt & Training Branch Pers	Force Opt & Trng Branch Chief	Chief, Personnel Division
Administration Branch Pers	Administration Branch Chief	Chief, Personnel Division
Command Work-Life Branch (cw)		
Work-Life Enlisted Personnel ³	Work-Life Branch Chief ³	Chief, Work-Life Branch ³

- Notes: 1. Branch Chiefs listed as Employee Review Supervisors may delegate this authority as needed; The Enlisted Employee Review system allows for more than 1 supervisor in the rating chain. An E-6 can act as supervisor and initiate an Employee Review, but it must be routed through an E-7 or above. An E-7 or above is required to sign the Member Counseling Report.
2. Supervisor is detached duty MLCPAC (kse) Safety & Environmental Health Officer.
3. Work-Life Branch Chief will act as Supervisor and Marking Official for any enlisted personnel assigned permanently or TAD for over 92 days. Work-Life Branch Chief may also be designated by MLCPAC (k) to act as Supervisor for detached duty Outreach & Prevention Specialist.